

**2021 Arts & Cultural Organizations
General Operating Relief
Grant Application Instructions**
DEADLINE: February 17, 2021 by 11:59 PM



All grant applications must be submitted in the California Arts Councils online grants management system, calartscouncil.smartsimple.com.

Please refer to [CAC Registration Information](#) for additional guidance.

Please review current year Arts & Cultural Organizations General Operating Relief Guidelines at [CAC Arts & Cultural Organizations General Operating Relief Grant Program Guidelines](#) for complete program information and submission requirements.

Staff Assistance: CAC staff is available to offer guidance and clarification in preparing your proposal. We recommend that you contact staff well in advance of the deadline to ensure you can be accommodated. People who are Deaf, Hard of Hearing, Deaf-Blind, or have difficulty speaking may dial 711 to reach the California Relay Service (CRS).

Organizations with budgets including total operating revenues of *less than or equal to \$250,000* seeking technical assistance should contact:

Hilary Amnah
(she/her/hers/they/them/theirs)
Arts Program Specialist
hilary.amnah@arts.ca.gov
(916) 322-6502

Organizations with budgets including total operating revenues of *more than \$250,000* seeking technical assistance should contact:

Jason Jong
(he/him/his)
Arts Program Specialist
jason.jong@arts.ca.gov
(916) 322-6338

Please have the following information and documentation prepared prior to beginning your registration:

- Applicant organization Federal EIN (or that of fiscal sponsor, if applicable)
- Applicant organization DUNS Number (or that of fiscal sponsor, if applicable), obtainable from the [Dun and Bradstreet Request Service](#) website
- Applicant organization contact information, including business address, mailing address (if different), county name, phone and fax number (if available), and website
- Number of years applicant organization has engaged in arts programming
- Year applicant organization began arts programs and/or services
- Organizational mission statement and purpose

- Brief summary of applicant organization’s core programs and services
- Organization’s racial equity statement

Please refer to the [CAC Fiscal Sponsor Policy](#) for additional information.

Application Questions

The following questions will be asked on the application.

Applicant Information:

- Total operating revenue from last completed fiscal year (this amount must match the figure reported in your submitted Budget Snapshot, Total Operating Revenue field)
- Grant request amount (Organizations may request up to \$30,000. For organizations with total operating revenue above \$250,000, the sum of requests for CAC grants during the same year of funding cannot exceed 50% of the total operating revenue from the most recently completed fiscal year, as it appears in the Budget Snapshot.)
- Provide a brief summary of your proposal indicating how CAC grant funds would be used. This description will be used to introduce your proposal to the review panel. If funded, this description may be used as the Scope of Work in your grant contract and will be binding. It may also be edited by CAC and used to summarize your proposal in public documents. (Please begin your summary with the following: “With support from the California Arts Council, [your organization name] will ...”)
- Is your organization applying to this grant in partnership with a fiscal sponsor? (If yes, Fiscal Sponsor tab will appear.)

Organization Details: This information is repeated from your Organization Profile. Review for accuracy and completion. If necessary, modifications may be made by accessing the Organization Profile from the Dashboard of the applicant organization’s Primary Contact (see below).

Note: Applicant organizations are required to submit a racial equity statement as part of the application. Please complete this field in the Organization Profile.

Fiscal Sponsor: *(if applicable)*

- Legal Name of Fiscal Sponsor Organization (auto-filled via IRS check)
- Fiscal Sponsor Federal EIN
- Fiscal Sponsor Mailing Address
- Fiscal Sponsor County

- Fiscal Sponsor Region
- Fiscal Sponsor DUNS Number
- Arts Programming Engagement: Provide the number of years that the fiscal sponsor organization has been consistently engaged in arts programming within California.
- Arts Programming History: Describe the fiscal sponsor organization's history of arts programming and/or services. *(200 words)*
- Fiscal Sponsor Executive Director Name
- Fiscal Sponsor Executive Leader Phone
- Fiscal Sponsor Executive Leader Email
- Fiscal Sponsor Internal Revenue Service (IRS) Form 990: Upload your fiscal sponsor's most recently completed federal 990 tax form.
- Fiscal Sponsor Letter of Agreement: Upload a Letter of Agreement signed by both the applicant organization and the fiscal sponsor. This letter must outline the roles and responsibilities of the applicant organization and the fiscal sponsor related to this funding request.
- Fiscal Sponsor Certification: By checking the box, the applicant organization contact submitting this grant application certifies the following:
 - A fiscal sponsorship relationship exists between the applicant organization and the identified fiscal sponsor.
 - The fiscal sponsor has agreed to serve the applicant organization in this capacity for the term of the Grant Activity Period.
 - The fiscal sponsor must have "active status" with the California Secretary of State (SOS) showing evidence of "good standing" at the time of application.
 - The fiscal sponsor meets all eligibility requirements and an authorized representative from both the applicant organization and the fiscal sponsor organization have read and agree to the terms of the CAC Fiscal Sponsor Policy.

Management and Leadership:

- Biographies: Provide a brief biography for each key individual (artistic, technical, or administrative) involved in your organization. Include name, title, relevant experience, and role. [Demographic information and identity indicators optional.] *(1,000 words)*
- Two-Year Budget Snapshot: Use the date selector tool to indicate the applicant organization's fiscal year end date. Provide revenue and expense figures in the fields shown for the indicated years. Totals will auto-calculate. Address significant changes in line items from one year to the next and explain anticipated surpluses or deficits in the

Budget Snapshot Notes. Once Budget Snapshot Notes have been provided, select “Save” and then “Close” to return to the application Budget tab.

- **Matching Funds:** A demonstration of cash or in-kind matching funds for the full amount of the grant request (1:1) is required. A cash match may be from corporate, foundation, or individual contributions, local or federal government, or earned income. State funds cannot be used as a match. If applying for multiple CAC grants requiring matching funds in a single fiscal year, distinct matching funds must be identified for each grant application.
 - In-kind contributions are non-cash donations provided by third parties for which monetary value can be determined. See additional information on in-kind contributions in the CAC In-Kind Contribution Information.
 - Below “Match Source,” indicate the source type, describe the source, enter the amount, and indicate the status (Committed, Pending, or Projected). Select + to add additional cash match sources. Below “In-Kind,” indicate the source type, enter the amount, and indicate the status (Committed, Pending, or Projected). Click + to add additional in-kind match sources.
 - Verify that “Total Matching Funds” meets the (1:1) requirement for this grant. Provide Source of Match Notes, if applicable, and click “Save” to return to the application Management and Leadership tab.

Arts and Cultural Engagement:

- Describe the programs and services your organization offers that engage and support community(ies) it serves. *(400 words)*
- Describe the culturally-relevant and responsive outreach strategies for engagement that your organization uses. *(400 words)*
- Describe the arts and cultural priorities of your organization, including 1) how it collects input from the audiences/community(ies) it serves to identify these priorities, and 2) what actions are being taken to address these priorities. *(500 words)*
- **Work Samples:** Provide up to three (3) work samples that best portray your organization and its work. These may include artistic work, press materials, flyers, brochures, programs, newsletters, and other marketing pieces. Samples should be recent and relevant to this grant opportunity. Accepted file types: documents (docx and PDF), images (jpg and png), video (links), audio (mp3 and links)
- **Work Sample Notes:** Provide brief descriptions of work samples and other support materials. For video or audio samples, provide specific start and end times for the portion you would like the panel to review. *(200 words)*

Equity:

- Describe how your organization's external operations maintain equity in providing access to programs, services, and resources despite geographic, economic, disability, and other barriers to participation. (400 words)
- Describe how your organization's internal operations include equitable practices and policies. (400 words)

Accessibility:

- Describe your organization's approach to ensuring the physical accessibility of programs and services, as well as the accessibility of print and online materials. Consider organizational personnel and any partnering organizations, as well as beneficiaries of arts programming and services, and potential audience members in your response. (500 words)
- Identify the primary individual who will be responsible for managing accessibility for your organization. This may be a program manager, accessibility coordinator, or other staff member of the applicant organization.
 - Contact Name
 - Contact Title
 - Contact Phone Number
 - Contact Email
- National Endowment for the Arts (NEA) Accessibility Checklist: NEA Office of Accessibility <https://arts.gov/accessibility/accessibility-resources/nea-office-accessibility> provides information and support to make the arts accessible for people with disabilities, older adults, veterans, and people living in institutions. By checking the box below, verify that you have downloaded and reviewed their Brief Accessibility Checklist <https://www.arts.gov/sites/default/files/BriefChecklist-February2020.pdf>, an instructive tool created as a guide to ensure physical and communication access to organizations and projects.

Certification & Release:

- The undersigned certifies the following: California Secretary of State Certificate of Status.
- The undersigned certifies the following: The represented organization has valid proof of tax-exempt status under sec.501(c)(3) of the Internal Revenue Code, or under sec. 23701d of the California Revenue and Taxation Code, or is a unit of government; or for grant programs allowing Fiscal Sponsors, is applying in partnership with a Fiscal Sponsor entity meeting all Fiscal Sponsor eligibility requirements as indicated in CAC Fiscal Sponsor Policy; that the applicant organization has been consistently engaged in arts programming for a specific number of years prior to time of application; has its principal place of business in

California; and has completed prior contract requirements, if applicable; and has approval of the organization's board of directors or other governing body; and that the applicant organization and Fiscal Sponsor, if applicable, both comply with the Civil Rights Act of 1964, as amended; sec 504 of the Rehabilitation Act of 1973, as amended; the Age Discrimination Act of 1975; observes provisions of the Drug Free Workplace Act of 1988; and California Government Code secs.11135-11139.5 (barring discrimination); complies with the Fair Labor Standards Act, as defined by the Secretary of Labor in part 505 of title 29 of the Code of Federal Regulation; the Americans with Disabilities Act of 1990; and the Fair Employment and Housing Act; that all information contained herein is accurate or represents a reasonable estimate of operations based on data available at the time of submission; and that there are no misstatements or misrepresentations contained herein or in any attachments; and is aware that modification of the proposal at any point may require a contract amendment, rescinding of a grant award or cancellation of contract. The undersigned hereby releases the California Arts Council (CAC) and the State of California, their employees and agents, from any liability and/or responsibility concerning damage to or loss of materials submitted to the CAC and the State of California, whether or not such damage of loss is caused by the negligence of the CAC, the State of California, their employees and agents.